

**Kim Priessnitz**

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**From:** Kim Priessnitz  
**Sent:** Monday, September 21, 2015 5:10 PM  
**To:** Cindy Luczak  
**Subject:** 2016 Budget Enhancement  
**Attachments:** 1.pdf

Hello Cindy,

On Thursday, July 30, 2015 when we meet to work on your 2016 Budget, I talked to you about the need to fill out a Service Enhancement Request for 2016 Budget. As stated on page 6 of the 2016 Budget package the Service Enhancement form should be filled out for 2016 budget requests that include the following examples: " New programs such as a grant program needing partial County funding, additional staff, or capital purchases, other than replacement items. I haven't seen your filled out Service Enhancement Request yet. I know that you are requesting additional staff and I need the Service Enhancement Request by 5:00 pm tomorrow September 22, 2015 in order to forward this request to the appropriate individuals for their consideration to be included in the 2016 Budget.

I attached a copy of the 2016 Budget package that I emailed to you on June 29, 2015 in case you need it again. Around page number 15 has a copy of the Service Enhancement Request form.

Please call me if you have any questions.

Thanks,  
Kim